Responding to an RFQ

E-Business Suite — Sandia National Laboratories

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If you have any questions before accessing your iSupplier account for the first time, please contact the Supply Chain Help Desk. They will ask you for information including: company name, company tax identification number, contact information, etc. in order to assist you.

Supply Chain Help Desk Contact Information:
Telephone Number: (505) 284-4743

Accessing your Account for the First Time

Once you have requested a registered user account, your information will be reviewed by an administrator. After it is approved, you will receive an email with a link to the iSupplier portal, your Username and a one-time password.
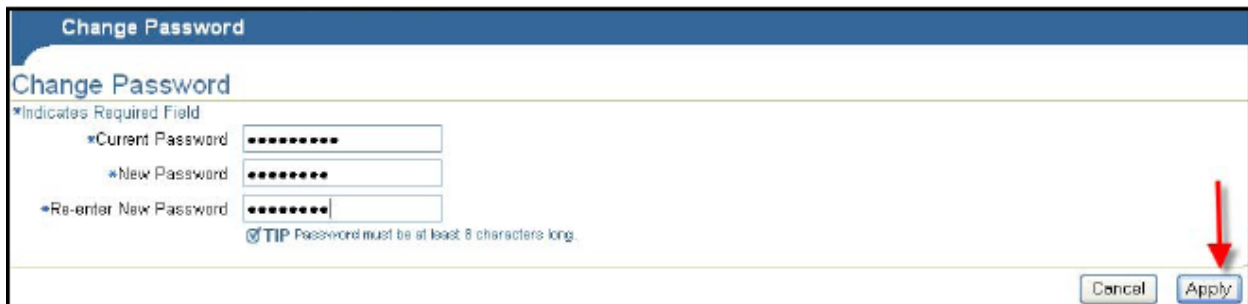
You have been registered at Sandia National Laboratories for access to their supplier collaboration network. You can log on with the username SARAH@ACME.COM and the password Ab1+29645.

When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.

Thank you.

"Click" on the link titled **log on** in the email. You will be directed to a new page where you will be asked to enter your Username and Password. You will then be redirected to a page where you will be asked to change your password. Enter the Password from the email and then enter a new password (confirm your new password by re-entering it into the next field below). "Click" **Apply**.

NOTE: This password must be 8 characters long. It must also contain at least 1 letter and 1 number.

Change Password

Change Password
*Indicates Required Field

*Current Password	••••••••
*New Password	••••••••
*Re-enter New Password	••••••••

☑TIP Password must be at least 8 characters long.

Cancel   Apply

How to View Open RFQs

1. From the **iSupplier Home Page**, "click" on the tab labeled **Negotiations**.

2. This will take you to a screen titled **Negotiations**. Under the heading **Your Company's Open Invitations**, you will see all open RFQs that you have been invited to. Under the heading **Your Active and Draft Responses**, you will see all the quotes that you have submitted previously for other RFQs.

3. Under the heading **Your Company's Open Invitations**, "click" on the **Negotiation Number** of the RFQ you wish to view.

4. The details of the RFQ are spread over four tabs: **Header**, **Lines**, **Controls** and **Contract Terms**. In order to view the entire RFQ click on each tab to view that respective section of the RFQ. If present, be sure to download the contract from the **Header** tab under the section labeled **Notes and Attachments.**

How to Download an Attachment from the RFQ:

5. While you are viewing the **Header** tab of the RFQ "scroll down" to the **Notes and Attachments** section. "Click" on the name of the file that you would like to view.

Responding to an RFQ:

Acknowledging Participation:

1. While you are viewing the RFQ you have several options available in the **Actions** drop-down menu to the upper right hand corner of the screen. To notify Sandia of your intent to bid "select" **Acknowledge Participation** and then "click" **Go**.

2. You will be directed to a page titled **Acknowledge Participation**. If your company wishes to participate "select" **Yes**. You also have the option to send a **Note to Buyer**. When you have acknowledged your participation and wish to apply it to the RFQ, "click" **Apply**.

Creating a Bid/Quote:

1. While you are viewing the RFQ you have several options available in the **Actions** drop-down menu to the upper right hand corner of the screen. To notify Sandia of your intent to bid "select" **Create Quote** and then "click" **Go**.

2. You will be directed to a page titled **Terms and Conditions**. In order to proceed with creating a quote, "click" **Accept** to agree to the **Terms and Conditions** listed.

3. On the **Header** tab of your quote fill out the following information:
    - **Quote Valid Until**—this is the date that your quote will remain valid until. You can select a date by clicking on the calendar icon to the right of the box.
    - **Reference Number**— this is one of your own internal tracking numbers.
    - (Optional) **Note to Buyer**

    You also have the option to add any attachments that you would like to be viewed with your RFQ. To add an attachment, "click" **Add Attachments** under the **Attachment** subsection. You then need to follow the instructions to add a file, URL, etc.

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4. When you are finished filling out the information on the **Header** tab of your quote, "click" on the **Lines** tab to fill out the information on that tab.

5. On the Lines tab of your quote fill in the following information:
   - **Quote Price**—this is the total price of the goods and/or services for the total quantity quoted in the **Quote Quantity** box.
   - **Promise Date**—this is the date that you are promising your goods and/or services will be available. You can specify a **Promised Date** by "clicking" on the calendar icon to the right of the box.

   When you have finished filling in the information on both the **Header** tab and the **Lines** tab, "click" **Continue** to proceed to the next step in creating a quote.

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6. You will be directed to a page titled **Create Quote: Review and Submit**. Choose one of the following options listed depending on your preferred action:
- Cancel
- Back
- Validate
- Save Draft
- Printable View
- Submit

7. When you are finished reviewing your quote and feel that it is both accurate and complete, "click" **Submit**.

8. After you have successfully submitted your quote you will receive a **Confirmation** screen.

Revising a Previously Submitted Quote

1. If the RFQ does allow you to resubmit quotes, you can navigate to the home screen and click on the **Response** number for the quote/response that you would like to revise.

2. From the **Actions** drop-down menu located at the top right of the screen, "select" **Create Quote** and "click" **Go** to make any changes you would like to your quote.

3. Once you have finished editing your quote, "click" **Continue**.

4. After reviewing your newly updated quote to ensure that all information is accurate and complete, "click" **Submit**.

5. You will receive a confirmation screen when your updated quote has been successfully submitted. **Please Note: Only the most recent quote you submit will be considered for contract award.**

Acknowledging an Amended RFQ

Occasionally, a Sandia Contracting Representative will need to revise and amend an RFQ that you have already submitted a quote for. If this does happen, you will receive an email notification that you must acknowledge the amendment. You will then need to login to the system, acknowledge the amendment and resubmit your quote following the steps outlined below:

1. Login to Oracle. Look under the subsection on the **Home** page called **Responses to Negotiations** and "click" on the response number of the quote requiring resubmission.

2. In the **Warning** box "click" **View Amendment History**.

3. You will be redirected to the **Amendment History**. On this page you will have this option to **Review Changes** made to the RFQ. To review the changes "click" on the sunglasses icon under the heading **Review Changes**.
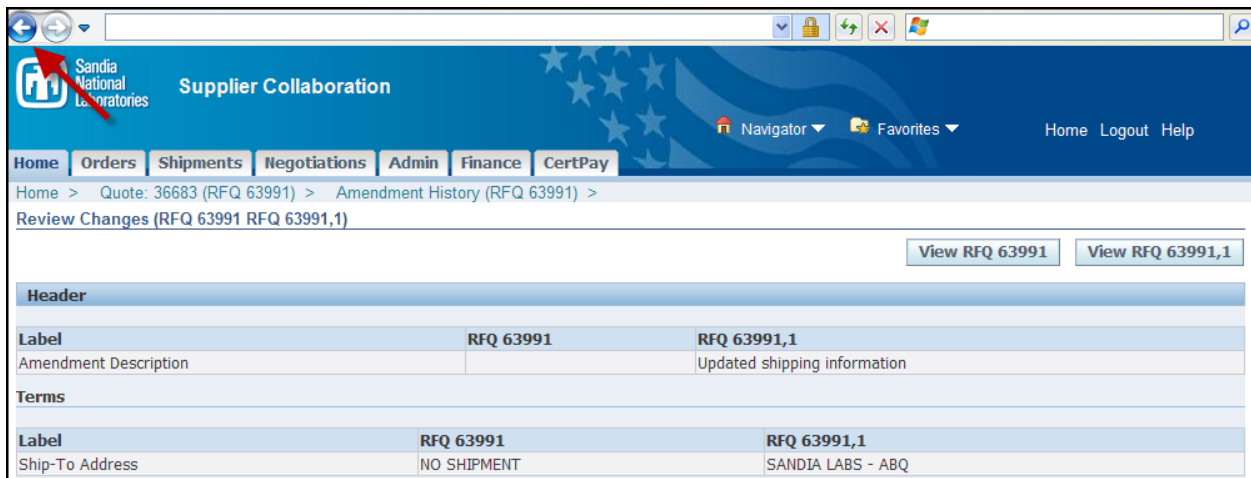

4. Once you have reviewed the changes made to the RFQ, click the back arrow on your internet browser in order to return to the previous screen titled **Amendment History**.

5. Once you have viewed the changes made and returned to the Amendment History, you are ready to acknowledge the amendments. You can **Acknowledge the Amendments** by "clicking" on **Acknowledge Amendments** in the top and bottom right of the screen.

6. Once again, review the summary of the changes made to the RFQ. You then "check" the box at the top of the screen and "click" **Acknowledge**.

7. From the **Confirmation** screen, "click" **Yes**.

8. Revise your quote as appropriate in response to any changes in the RFQ. When you are finished "click" **Continue**.

9. Review the new quote to ensure it is complete and accurate. "Click" **Submit**.

10. Once your quote has been submitted successfully, you will receive a **Confirmation** screen.

Operating the Online Discussion Feature

Many times Sandia Contracting Representatives (SCRs) will require that all communications take place in Oracle. In order to: send a message, ask a question, or view any communications from the SCR regarding a particular RFQ; you will need to access the Online Discussion features available to you.

Responding to a Message:

1. Navigate to the RFQ/Response for which you would like to monitor any online discussions. "Select" **Online Discussions** from the **Actions** drop-down menu and "click" **Go**. You can also click on **Unread Messages** to go directly to any message you have not yet opened.
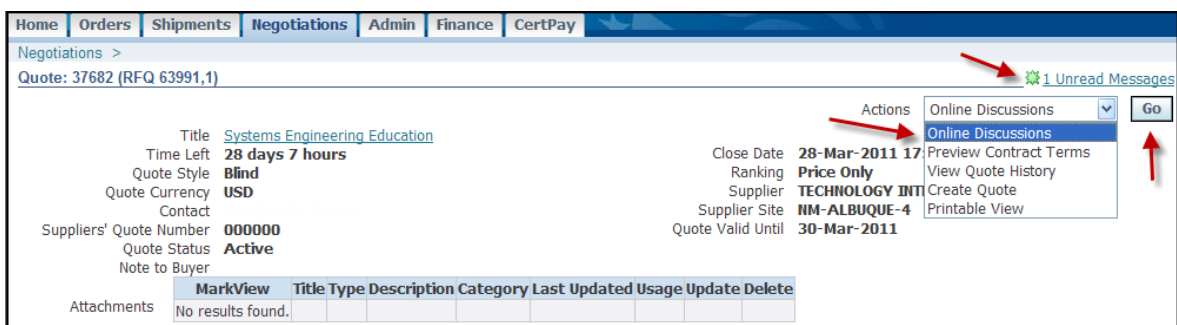
2. "Click" on the message text as shown to bring up the text of the selected message and any relevant message details (message date, etc).
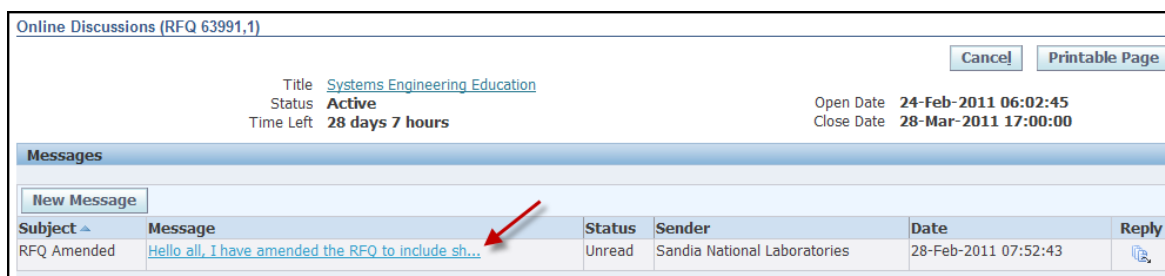
3. After reading the **Message**, "select" **Reply** in order to send a response.
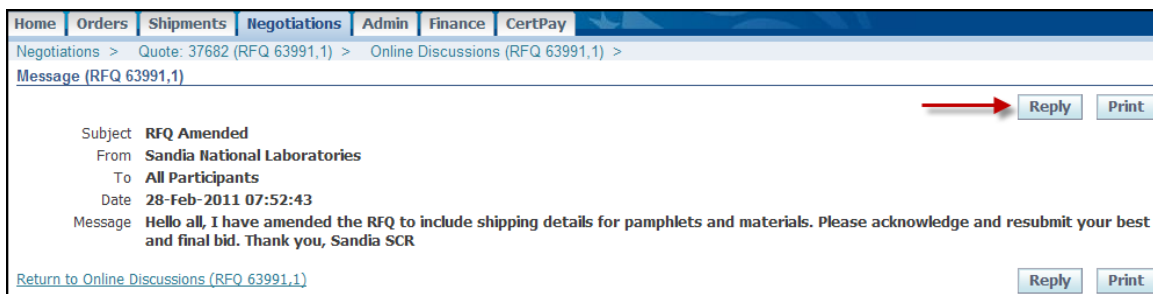
4. Enter the message you would like to respond with and "click" **Send**.

Creating a New Message:

1. From the **Online Discussion** screen, "click" on the **New Message** button.

2. Determine a subject for your message and type your message into the appropriate text box. When you are finished "click" **Send**.

For Further Assistance

You have completed the Managing your iSupplier Profile informational job aid. You now have the tools and knowledge to effectively manage your iSupplier Profile. Should you run into any problems or if you have any questions, please feel free to contact the Supply Chain Help Desk.

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Telephone Number: (505) 284-4743